

# DeKalb County Vacant Property Registry



## DeKalb County Frequently Asked Questions

### FREQUENTLY ASKED QUESTIONS

The DeKalb County Vacant Property Registry was established as a mechanism to protect neighborhoods from blight through the lack of adequate maintenance and security as a result of properties that are vacant.

#### **WHO IS AFFECTED BY THIS ORDINANCE AND WHEN IS THE EFFECTIVE DATE?**

Anyone who owns vacant residential property in unincorporated DeKalb County is required by law to register the property with DeKalb County.

The DeKalb County Vacant Property Registry Ordinance became effective November 19, 2013. However, enforcement begins June 1, 2014.

#### **WHAT IS CONSIDERED A VACANT PROPERTY?**

Vacant property is defined as any property intended for habitation, that has not been lawfully inhabited for at least 60 days and has no evidence of utility usage within the past 60 days; or any property that is partially constructed or incomplete, without a valid building permit.

#### **WHAT IS THE REGISTRATION FEE?**

At the time of registration, a non-refundable fee in the amount of \$100 is due.

#### **WHAT IS THE TIMEFRAME FOR REGISTRATION?**

Any person who owns vacant residential property is required to register the property and pay a non-refundable registration fee in the amount of \$100 no later than 90 days after it becomes vacant.

#### **DOES THE ORDINANCE APPLY TO ALL PROPERTIES IN DEKALB COUNTY?**

The ordinance applies to any vacant residential property within the unincorporated areas of DeKalb County.

#### **HOW DO I KNOW IF THE PROPERTY IS LOCATED WITHIN UNINCORPORATED DEKALB COUNTY?**

Whether the property is in an unincorporated or incorporated area of the County can be determined by viewing the Tax District information for the property on the DeKalb County's Tax Commissioner's Office or Property Appraisal Department websites. This information is also located on real property tax bills issued each year. To view tax records, visit

<http://web.co.dekalb.ga.us/TaxCommissioner/tc-home.html> or  
<http://web.co.dekalb.ga.us/PropertyAppraisal/index.html>.

## **HOW DO I REGISTER A VACANT PROPERTY WITH DEKALB COUNTY?**

The Vacant Property Registration Form must be completed electronically on the DeKalb County Vacant Property Registry online portal [www.dekalbcountyga.gov/vacant\\_property\\_registry](http://www.dekalbcountyga.gov/vacant_property_registry)

## **WHAT FORMS OF PAYMENT ARE ACCEPTED?**

The registration fee can be paid online by check, Visa or MasterCard.

If you are unable to pay online, you must print the completed registration form that has the electronically generated registration number and mail the form along with the check to:

DeKalb County Code Enforcement  
Vacant & Foreclosure Registry  
1807 Candler Road  
Decatur, GA 30032

***Make checks payable to DeKalb County Government.*** Phone number must be on check.

***Cash payments are not accepted.***

## **CAN THE REGISTRATION FORM BE RE-CREATED OR DUPLICATED?**

No, registration forms cannot be re-created or duplicated. Registration forms must be completed electronically.

## **DO I HAVE TO LIST A LOCAL PROPERTY AGENT?**

Yes, owners of vacant residential properties are required to designate a local property agent located within the State of Georgia. The local property agent must be listed on the registration form. Failure to do so will be a violation of Article V, 18-116 through 18-130 of the DeKalb County Code and will be subject to a penalty up to \$1000.

The property agent must have the authority to ensure security and maintenance of the property; comply with code enforcement orders issued by the County; provide a trespass authorization upon request of an enforcement officer; conduct inspections of the property; accept rental payments from tenants, if no management company is otherwise employed; and serve as an agent authorized to receive code enforcement citations and notice pertaining to any court proceeding or administrative enforcement.

## **WHAT ARE THE PENALTIES IF I FAIL TO REGISTER?**

Failure to register a vacant property or any other violation of the ordinance will be subject to a penalty up to \$1000.

## **IF THERE IS ANY CHANGE IN CONTACT INFORMATION FOR THE PROPERTY, DO I HAVE TO REPORT THAT CHANGE TO THE COUNTY?**

Yes, any change in contact information for the property must be reported to the County within 30 days of the change.

### **MAY I DEREGISTER A VACANT PROPERTY?**

A vacant property may be deregistered if:

1. The property is lawfully inhabited;
2. There is evidence of utility usage; and
3. The property does not have any outstanding warnings or citations for a violation of any requirements under state law or county code.

### **WHO SHOULD I CONTACT IF I HAVE ADDITIONAL QUESTIONS?**

For additional information, e-mail [registry@dekalbcountyga.gov](mailto:registry@dekalbcountyga.gov) or call 404-371-2289.

**DeKalb County Department of Planning and Sustainability  
Code Compliance Division**

1807 Candler Road, Decatur, GA 30032

Phone: 404-371-2289 / Fax: 404-534-1269 & 404-534-1270

E-mail: [registry@dekalbcountyga.gov](mailto:registry@dekalbcountyga.gov) Web: [www.dekalbcountyga.gov/vacant\\_property\\_registry](http://www.dekalbcountyga.gov/vacant_property_registry)